Employee Information Worksheet: Office Staff

(note: when rating by scale, 5 is high)

Employee Name and Position/Title	Hire date (mo/yr)	# of hrs worked per week	Employee's 2 main duties	Does this employee share duties? (Y/N)	From where does the funding for this position come (Admin or Operational Budget)?	On a scale of 1-5, in general, how well does this employee use a computer?	On a scale of 1-5, how well does this employee use software specific to their job duties?

ITRE

Employee Information Worksheet: Drivers

Employee Name	Hire date (mo/yr)	Hrs worked per week